

To: Myers, Linda, Myers, Keith, Mushatt, Art L., Musante, Toni, Murray, Ronald J., Murray, Richard A., Murray, Matthew E., Murray, Karen L., Murray, Chris, Murphy, Tom W., Murphy, Robert, Murphy, James, Murley, Duncan, Mumaw, Michael C., Mulanix, Thomas, Mrozewski, Mark A., Moulton, G, Moss, Elissa, Moslet, Richard L., Moses, J C., Moser, Curt, Morris, M E., Morrison, Linda, Morris, Jim (1340), Morris, Christy L., Moreland, Rob, Morano, Jill, Moran, D L., Morales, Edward M., Mora, Jim, Mootry, Vanessa, Moore, Travis, Moore, Derrill, Moon, F W., Moody, D A., Mondora, R S., Molnar, S, Mollohan, Kathleen, Mock, David A., Mock, Carolyn J., Mota, Dinarte P., Moak, Troy, Miyares, E H., Mittica, Richard A., Mitchell, Jeanelle D., Mitchell, Greg, Miskiewicz, Renate E., Miskewycz, Ihor, Mirk, Thomas, Mirabal, Lawrence, Minor, Jeffrey G., Minnich, Sara, Minneti, J J., Miller, Tracy L., Miller, Michael, Miller, David F., Miller, David M., Miller, Allan, Milder, Michael, Migal, Jill A., Michael, Jack D., Michaelis, Barbara, Miceli, Anthony, Meyers, Scott, Meyers, Sue, Meyer, Staci, Meyer, Dave L., Metzger, Vicki, Metzger, Tamara, Metz, Gail A., Metcalf, Ralph E., Merusi, J L., Merlino, P R., Mennis, Sheryl L., Mena, Mario R., Melvin, James O., Melvin, J C., Mellon, Brian L., Melendy, Tom, Mejia, William, Mehrdorf, Herb O., Mehler, C J., Meek, Gary W., Meadows, Carl W., McQuilkin, Terrie, McNulty, Anthony, McMillan, Wayne, McMahon, Todd, McMahon, James P., McLeese, Beth, Mclean, James J., McLaughlin, Andrew N., McLarty, Judy, McHugh, Michael, McGowan, Richard J., McGovern, M D., McGavin, Nate J., McGahan, D, McFadin, Val, McCurdy, David D., McCreedy, Terrence G., Mccool, Joseph M., McCombs, W, McClure, Michael, McClelland, Nancy, McCleary, Neal, McClain, Kathy, Mccarthy, T A., McCarty, Mary, Mccarthy, James L., McAllister, Ken, Mcallister, George E., McAfee, Patrick M., Maynard, Elizabeth, Mayer, John F., Maxwell, Robert C., Matthews, Shirley, Matis, Joey A., Matheny, Mona, Matejowsky, L D., Mason, Jean, Masker, Tony, Mash, Dawn M., Mascioc, C J., Martinez, Sandra I., Martin, Shane, Martin, Patricia M., Martin, Michael, Martin, Holly G., Martignetti, Michael G., Martel, Tom, Marsall, Jerry, Marino, Danielle C., Mares, Michael T., Maras, Francia L., Many, Daniel C., Manoyan, Alan R., Manos, Steven, Mann, Suzanne, Maney, F, Mandolin, R J., Mallardi, J, Maki, Eric, Majer, Steve, Mahowski, Thomas R., Magwood, Kelly J., Maguire, J, Maguire, Amy E., Magee, R, Magary, Robert, Madsen, Lisa M., MacWilliams, Lori, Macleod, Stephen, Mack, Julie, Mackie, Larry, Macias, Eddie, MacDonald, W, Macdonald, James I., MacDonald, Carolyn

From: S=Blixt; G=Charles; I=A.; O=msmail; P=rjr; A=rjrx400; C=us

Posted: 6/16/97 19:03

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Subject: E-Mail Security and Retention

The Law Department has created a PowerPoint presentation that explains RJR's e-mail retention guidelines ("RETAIN") that support litigation efforts. This presentation covers:

- why RETAIN is important
- what types of e-mail should be retained
- who should retain e-mail
- when to retain e-mail
- how to retain e-mail
- basic information about RJR's e-mail security policy

Personnel are asked to view this presentation:

1. Go to "Help Topics" (on the Desktop).
2. Select "INFO - E-Mail Security"

The Law Department has also published a list of RETAIN keywords and content areas. E-mail messages that contain these keywords/content areas should be directed to RETAIN. To access this list:

1. Go to "Help Topics" (on the Desktop).
2. Select "HELP - Retain Keywords"

Since these lists may change periodically, you should review them on a regular basis.

All RJR personnel are asked to review RJR's E-Mail Security Policy. To view this policy:

1. Go to "Help Topics" (on the Desktop).
2. Select "HELP - RJR E-mail Policy"

Thank you.

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CC: S=RETAIN; O=msmail; P=rjrt; A=rjrx400; C=us

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